

## **Executive Director - Arizona State Board of Accountancy**

The State of Arizona is currently seeking an Executive Director for the Arizona State Board of Accountancy. This position requires a highly skilled administrator with exceptional leadership ability to oversee the development, implementation and evaluation of all Board policies, procedures and functions.

The Board of Accountancy provides assurance to the public that the CPA profession in Arizona operates at the highest level of professional competence through

- Verification of education and experience credentials
- Monitoring the requirements for continuing education
- Investigation of consumer complaints

The Board also serves CPA professionals and applicants to the profession by providing complete information and prompt processing of:

- CPA examination applications
- Administering the computer based CPA exam
- Certification and registration of CPAs

### **Job Summary:**

The Executive Director (E.D.) is responsible for overseeing all areas of Board operations. In addition to overseeing the Board functions listed above, the E.D. will manage all administrative functions of the Board, including:

- Examine trends and developments in the regulation of the accounting profession;
- Recommend policies and procedures to the Board for consideration;
- Oversee the research and analysis of issues affecting the Board and its licensees, while approving staff work products prior to Board submission;
- Oversee the development of rules and substantive policy statements while functioning as principal spokesperson for the Board as it relates to other governmental agencies, professional organizations, business schools, consumer organizations, other state accountancy Boards, and the media;
- Prepare and make speeches to numerous organizations, provide media interviews on regulatory, disciplinary and policy issues, while responding to the most sensitive public contacts on behalf of the Board;
- Work closely with legislators and stakeholders to gain support for proposed Board-sponsored bills;
- Analyze bills; present Board recommendation regarding positions and responses accordingly;
- Testify before committees of the legislature;
- Manage the Board's resources, develop program budgets, track revenue expenditures, implement cost saving measures and maintain accurate tracking of assets, equipment, leased space, computer assets and Board records;
- Identify potential fiscal issues through long-range projections while recommending solutions;
- Responsible for all Board personnel to include recruitment/hiring, performance evaluation, organizational structure, and assignment of all staff;
- Initial review of complaints filed with the Board;
- Oversee investigative process including assignment of investigators and preparation of reports.

### **Qualifications:**

- Highly skilled fiscal manager (budget, revenue forecasting and control, auditing, and strategic planning) . knowledge of governmental fund accounting;
- Knowledge of Arizona Administrative law as it applies to regulatory agencies;
- Highly developed communication skills both oral and written - solid platform skills;
- Management, supervisory and organization skills;
- Analytical and logistical decision-making skills;
- Ability to work with the media, various government agencies and committees, time management, information systems, records management, inventory control, purchasing and procurement, personal computer skills and experience working with the legislative process and lobbying;
- Ability to manage interaction with various external and internal constituencies;
- **Note: CPA designation IS NOT required**

In the AZ State Personnel System, the position is classified an E2, with an anticipated starting salary range of \$90,000 - \$105,000. The State of Arizona offers an outstanding comprehensive benefits package including:

- Anticipated starting salary range of \$90,000 - \$105,000
- 21 days vacation
- 12 sick days with accumulation benefits
- 10 paid holidays
- Participation in the nationally recognized Arizona State Retirement System
- Superior health care options
- Vision care, dental care, pharmacy benefits, and flexible spending account . options available in these areas
- Life, long-term disability, and short-term disability insurance options are available
- Many more exciting benefit programs are available

Review of applications will begin on April 21, 2008. Any additional resumes will be reviewed as needed. Please apply on line at [www.azstatejobs.gov](http://www.azstatejobs.gov). Search on

\*\*Effective January 1, 2008 all newly hired employees are subject to the E-Verify Employment Eligibility Verification Program.

AA/EOE

AGENCY JOB BOARD ID: NSA